NINILCHIK TRADITIONAL COUNCIL

APPLICATION FOR EMPLOYMENT

Applicant information

Please submit to the NTC admin building with your resume.

Complete the fields, save a copy, and submit the saved PDF with your resume.

Position(s) applied for

Date of application

Referral source

☐ Advertisement ☐ Friend ☐ Relative ☐ Walk In ☐ Employment Agency ☐ Other

Other referral source

First name

Middle name

Last name

Mailing address

City

State

ZIP code

Telephone

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No

If yes, give date

Have you ever been employed here before? ☐ Yes ☐ No

If yes, give date

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

(Proof of citizenship or Immigration status may be required upon employment)

On what date would you be available for work?

Available to work

☐ Full Time ☐ Part Time

☐ Shift Work ☐ Temporary

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Employment experience

Start with your present or last job. Include military service and volunteer activities.

Employer 1

Employer | Telephone | Dates employed (from / to)

Address | Job title | Hourly rate/salary - starting / final

Supervisor | Reason for leaving

Work performed

Employer 2

Employer | Telephone | Dates employed (from / to)

Address | Job title | Hourly rate/salary - starting / final

Supervisor | Reason for leaving

Work performed

Employer 3

Employer | Telephone | Dates employed (from / to)

Address | Job title | Hourly rate/salary - starting / final

Supervisor | Reason for leaving

Work performed

Employer 4

Employer | Telephone | Dates employed (from / to)

Address | Job title | Hourly rate/salary - starting / final

Supervisor | Reason for leaving

Work performed

If you need additional space, please continue on a separate sheet of paper.

APPLICATION FOR EMPLOYMENT

Skills, qualifications & references

Special skills and qualifications acquired from employment or other experience

Veteran of the U.S. Military service? ☐ Yes ☐ No

If yes, branch

Indicate languages you speak, read, and/or write.

Speak | Read | Write

Professional, trade, business or civic activities and offices held

References

Provide three references who are not related to you and are not previous employers.

Reference 1 - name | Telephone number

Address | Email address

Reference 2 - name | Telephone number

Address | Email address

Reference 3 - name | Telephone number

Address | Email address

APPLICATION FOR EMPLOYMENT

Additional applicant information

Employment eligibility - continued

Are you on a lay-off subject to recall? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

(Conviction will not necessarily disqualify applicant from employment)

If yes, please explain

Voluntary identification

If you are a disabled veteran or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

☐ Handicapped Individual ☐ Disabled Veteran ☐ Vietnam Era Veteran

Signed (type name)

Tribal enrollment

☐ Alaska Native ☐ American Indian ☐ Native Hawaiian

If you are Alaska Native or American Indian, indicate which Tribe you are enrolled.

Tribe

VERIFICATION MUST ACCOMPANY APPLICATION

APPLICATION FOR EMPLOYMENT

Education & background information

Please check your highest level of education.

☐ Elementary ☐ Highschool/GED ☐ Associates ☐ Bachelors ☐ Post Grad ☐ Professional

School / institution name

Years completed

Diploma / degree - describe

Course of study

Specialized training, apprenticeship, skills, and extra-curricular activities

Honors received

Additional information helpful in considering your application

Background questions

1. Have you ever been arrested for a crime involving a child? ☐ Yes ☐ No

If yes, please state:

Date of arrest/charge	
Description	
Disposition	
Location	
Name/address of law enforcement involved	

2. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest), or guilty to, any offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against persons?

☐ Yes ☐ No If yes, please state:

Date of arrest/charge	
Description	
Disposition	
Location	
Name/address of law enforcement involved	

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Applicant's statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of applicant (type name)

Date

Signature fields accept typed names; they are not certificate-based digital signatures.

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange interview? ☐ Yes ☐ No

Remarks

Employed? ☐ Yes ☐ No

Job title

Date of employment

Hourly rate / salary

Department

Date

By - name & title